

CHECK LIST FOR PERMIT APPLICATION AND PLAN ACCEPTANCE

SITE DRAWINGS

Submit four (4) sets of **to-scale** site drawings or plat showing the following:
(THE SCALE OF THE SITE PLAN MUST BE NOTED AND THE SITE PLAN MUST BE DRAWN TO A STANDARD SCALE (EXAMPLE : 1"=10, 1"=20, 1"=30, 1"=40, 1"=50, ETC.)

- ❖ The location of the existing property lines and dimensions
- ❖ The location of the existing/proposed house site, addition, garage, shed, etc. (Setbacks from the proposed or renovated structure must be shown on property line)
- ❖ The location of the existing septic system. This includes location of the septic tanks(s) as well as the location of the distribution system (tile fields & distribution box or dry well, etc.)
- ❖ The location of the existing approved sewage disposal (SDA) if applicable. Not all properties have an approved SDA recorded on a plat. If there is no record of an SDA on the property, then showing the location of the septic system will be sufficient. However, all new construction with proposed on site well and septic must have an approved SDA shown on the site plan
- ❖ The location of the existing well
- ❖ The location of the existing driveway
- ❖ The location of all existing structures
- ❖ The location of underground power lines (this is needed for new homes only)

BUILDING PLANS

Submit three (3) sets of **to-scale** building plans showing the following:
These plans **must** show foundation plan, floor plan, cross section and elevations.
(NEEDED FOR: HOUSES, ADDITIONS & GARAGES, ETC.)

FOUNDATION PLANS

- ❖ Dimensions
- ❖ Size & spacing of piers
- ❖ Vent location
- ❖ Wall thickness
- ❖ Size & depth of footing
- ❖ Framing detail, joist size & spacing and beam spaces
- ❖ If using existing foundation, show as much information as possible
- ❖ Footing
- ❖ Foundation
- ❖ Joist size
- ❖ Beam size

FIRST FLOOR PLAN

- ❖ Rooms – size and use (bedroom, bath, living room, etc.)
- ❖ Door & window size and location
- ❖ Beams, if any
- ❖ Stairs, if any

If connecting addition to existing structure, show how you are connecting the two (as built construction)

UPPER FLOOR, FLOOR PLAN

- ❖ Rooms, size and use
- ❖ Door & window size and location
- ❖ Beams, if any

CROSS SECTIONS

- ❖ Shows from footer to ridge beam (showing construction detail)

ELEVATIONS

- ❖ Height
- ❖ Roof pitch
- ❖ Ventilation, if not shown on cross section
- ❖ Roof material, if not shown on cross section
- ❖ Front, back and side elevations